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ABSTRACT

Developed for students in a cooperative training program in health occupations education, this study guide is designed for individualized study of competencies for ambulance attendants. It follows the general responsibilities outlined in the Dictionary of Occupational Titles. The occupational outlook and job description are first presented. Information sheets, assignment sheets, and job sheets are then provided for each competency. These competencies are included: assist in lifting patient onto stretcher, apply bandages, apply splints, and administer oxygen. An appended teacher's packet contains a progress chart, answers to assignment sheets, tests, and answers to tests. (YLB)

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AMBULANCE ATTENDANT

D.O.T. NO. 355.374-010

INDIVIDUALIZED STUDY GUIDE

Materials Developed and Distributed by
Occupational Curriculum Laboratory
Secondary and Higher Education
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Commerce, Texas

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FIRST EDITION

1979

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FOREWORD

This study guide has been prepared for students in a Cooperative Training Program in Health Occupations Education.

The guide follows the general responsibilities outlined in the Dictionary of Occupational Titles for each occupation. Even though the study guide is designed for individualized study, the coordinator should closely supervise each student's activities.

The information sheet should be used by the student in completing the assignment sheets and job sheets. The pen and paper assignments should be handed in to the coordinator, and the jobs should be performed in class under the coordinator's supervision. Occasionally it may be more practical for the co-op student to complete a job assignment at work under the supervision of the training sponsor. The student will take the test when all assignments and jobs are completed.

Tests, answers to assignment sheets, and answers to tests are packaged together at the back of the study guide. It is suggested that the instructor remove and file the answers prior to distributing the student guides.

Graded assignment sheets and tests may be returned to the student to be kept in notebooks and used for reference.

Upon satisfactory completion of a general responsibility, the teacher should mark the student's progress chart and the corresponding class progress chart.

A student may complete competencies in other study guides in related health occupations if time permits. In this way, the student will have a broader base of information and be better equipped to enter the job market. A student progress chart for additional related competencies is included.

For information on other study guides available, contact the Occupational Curriculum Laboratory, East Texas State University, Commerce, Texas 75428.

AMBULANCE ATTENDANT

355.374-010

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HEALTH OCCUPATIONS

When people are sick or injured, having health services readily available becomes very important to them. The availability of these services depends not only on the number of people employed in health occupations, but also on their geographic distribution. The number of health personnel has grown very rapidly in recent years; improving their distribution remains a problem that is being attacked on the national, state, and local levels.

About 4.3 million people worked in health-related occupations in 1976. Besides doctors, nurses, dentists, and therapists, these include the behind-the-scenes technologists, technicians, administrators, and assistants.

Registered nurses, physicians, pharmacists, and dentists constitute the largest professional health occupations. In 1976 employment in these occupations ranged from 960,000 for registered nurses to 112,000 for dentists. Professional health occupations also include other medical practitioners--osteopathic physicians, chiropractors, optometrists, podiatrists, and veterinarians. Therapists (physical therapists, occupational therapists, and speech pathologists and audiologists) and administrators (health services administrators and medical record administrators) also are professional health workers, as are dietitians.

Other health service workers include technicians of various types, such as medical technologist, medical X-ray technician, dental hygienist, and dental laboratory technician. A large number--1.5 million--worked as practical nurses and auxiliary workers, including nursing aids, orderlies, hospital attendants, and psychiatric assistants.

Hospitals employ about half of all workers in the health field. Others work in clinics, laboratories, pharmacies, nursing homes, public health agencies, mental health centers, private offices, and patients' homes. Health workers are concentrated in the more heavily populated and prosperous areas of the nation.

TRAINING

The educational and other requirements for work in the health field are as diverse as the health occupations themselves. For example, professional health workers--physicians, dentists, pharmacists, and others--must complete a number of years of preprofessional and professional college education and pass a state licensing examination. On the other hand, some health service occupations can be entered with little specialized training. Many community and junior colleges offer courses to prepare students for various health jobs. In many occupations, on-the-job training traditionally has been the means of preparation, but employers now prefer persons who have completed a formal educational program.

EARNINGS

Earnings of health workers range from those of a physician--the highest paid occupation--to those of a nursing aide, who earns only three-fourths of the average for all nonsupervisory workers in private industry, except farming. Earnings for the other health occupations that can be entered with up to two years of formal training are about the same as the average. People in health occupations that require graduation from college earn from one-and-a-quarter times to twice these average earnings. Among the occupations for which average yearly earnings are reported in the Handbook, the top 15 include eight of the professional health occupations, including all six medical practitioners.

OUTLOOK

Employment in the health field is expected to grow much faster than the average for all occupations through the mid-1980s although the rates of growth will differ considerably among individual health occupations. Among the factors that are expected to contribute to an increase in the demand for health care are population growth and the public's increasing health consciousness. Expansion of coverage under prepayment programs that make it easier for persons to pay for hospitalization and medical care also will contribute to growth in this field. Other openings will be created each year by the increasing expenditures by federal, state, and local governments for health care and services.

In addition to jobs created by employment growth, many new workers will be needed each year to replace those who retire, die, or leave the field for other reasons.

Recent expansion of training programs in most of the occupations will add to the supply of trained health service personnel. The employment outlook in the various occupations ranges from excellent to competitive, depending on the balance between the supply of workers and expected openings. See the individual statements for the outlook for each occupation.

(Material taken from Occupational Outlook Handbook, 1978-79 ed.)

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AMBULANCE ATTENDANT (medical ser.)

355.374-010

Accompanies and assists Ambulance Driver on calls

GENERAL RESPONSIBILITIES

Assists in lifting patient onto wheeled cart or stretcher and into and out of ambulance

Renders first aid, such as bandaging, splinting, and administering oxygen

May be required to have Red Cross first-aid training certificate

ASSIST IN LIFTING PATIENT ONTO STRETCHER

INFORMATION SHEET

A stretcher is a wheeled table used to transport patients. It is sometimes called a litter or a gurney.

There are many variations of the standard procedure for lifting a patient because of the many types of illnesses, accidents, splints, dressings, or other complications. The procedure used must always be adapted to the needs of the individual patient.

It is essential that the attendant use good body mechanics in lifting. This makes the task easier, and helps avoid strain or injury.

I. Principles of body mechanics

A. Stand as close to the patient as possible

B. Stand flat, with feet apart

C. Point toes in the direction of intended movement

D. Lift with leg muscles rather than back muscles

E. If lifting a patient from a low position to a higher position, flex hips and knees, keep back straight and shoulders in a line with hips

The attendant must be responsible for the safety of the patient. Particular care is needed for lifting and moving patients on a stretcher.

II. Safety points to remember

A. Always lock stretcher wheels when not in motion

B. Never leave patient's arms "out". Always fold them on the patient's chest or place them alongside the body

C. Take care to keep cover sheet or blanket from dragging, or from entangling in stretcher wheels

D. Never strap a female patient across the breasts; rather, place the strap below the breasts

E. The attendant should be at the patient's head when wheeling a stretcher

F. The attendant goes first when pulling a stretcher through a doorway

C. Carry the patient's chart, or slip it beneath the mattress pad while you transport the patient. Do not place it where it will make the patient uncomfortable. Take care to deliver the chart to the person in charge

H. To park the stretcher, place it with the length against the wall, turn the wheels in, and lock

I. Never leave a patient unattended on a stretcher

ASSIST IN LIFTING PATIENT ONTO STRETCHER

ASSIGNMENT SHEET #1--COMPLETION STATEMENTS

Objective: After completing this activity, you should be able to recall information about lifting a patient onto a stretcher.

Directions: Place the word which best completes the meaning of the following statements in the blank spaces at the right.

1. A stretcher may also be called a gurney or a (an) _____ 1.
2. The use of ___ ___ makes lifting easier and helps avoid strain or injury. _____ _____ 2.
3. Because of the many types of illnesses, accidents, or other complications, the procedure used must always be adapted to the individual ___ of the patient. _____ 3.
4. In lifting, you should stand as ___ to the patient as possible. _____ 4.
5. Lift with ___ muscles rather than back muscles. _____ 5.

ASSIST IN LIFTING PATIENT ONTO STRETCHER

ASSIGNMENT SHEET #2--SAFETY IN LIFTING

Objective: After completing this assignment you should be aware to the importance of safety in lifting patients onto a stretcher.

Directions: List nine points to remember when lifting patients onto a stretcher.

1.

2.

3.

4.

5.

6.

7.

8.

9.

ASSIST IN LIFTING PATIENT ONTO STRETCHER

JOB SHEET--PROCEDURE FOR LIFTING PATIENT ONTO STRETCHER

Objective: You will practice lifting a patient onto a stretcher.

I. Tools and Equipment:

- A. Stretcher
- B. Sheet or blanket
- C. Pillow
- D. Manikin (student)

II. Procedure:

- A. Use manikin or student for practice
- B. Position stretcher and lock brakes
- C. Greet patient (manikin or student) and explain procedure
- D. Obtain help from as many people as needed to lift the patient. The more lifters used, the smoother and easier the lifting process will be. A minimum of three lifters are always required, but for very heavy or seriously injured patients, more lifters may be needed
- E. The first lifter is positioned at the patient's head. She/he cradles and supports the patient's head and shoulders with one arm and supports the back with the other
- F. The second lifter supports the buttocks with one arm and the thighs with the other
- G. The third lifter supports the legs and feet
- H. One lifter (usually at the head), give a signal to lift the patient
- I. Hold patient close to chest during transfer
- J. All lifters must have a secure grip on the patient, move slowly, and avoid any unnecessary movement
- K. Place the patient on the stretcher
- L. Strap the patient to the stretcher, adjust pillow if needed, and cover the patient with a sheet or blanket

APPLY BANDAGES

INFORMATION SHEET

A bandage is a piece of fabric used to dress, bind, or protect a wound. A dressing is the protective cover placed directly over a wound. Bandages and dressings of all types are available commercially, but other materials, such as household linens, may be used. Because dressings are in direct contact with wounds, they should be sterile except in emergency situations.

The extent of responsibility the attendant assumes in applying bandages and dressings depends on the policy of the individual health care facility. You may be asked to apply bandages, assist in applying bandages, or care for a bandaged patient. Regardless of your role, it is important that attendants be able to recognize types of bandages, and be familiar with some standard bandaging procedures.

I. Reasons for applying bandages

   A. To cover, protect, and prevent further contamination of wounds

   B. To relieve pain

   C. To apply pressure for the control of bleeding

   D. To prevent or reduce swelling

   E. To hold dressings or splints firmly in place

   F. To partially immobilize and support an injured part

II. Materials used in bandages

   A. Gauze--loosely woven cotton material. Gauze is soft and porous, which permits air to flow through several thicknesses.

   B. Stockinette--soft, elastic, knitted material usually cotton, which fits snugly about an affected area

   C. Muslin--plain, woven, cotton fabric used when heavy, firm material is needed in bandaging

   D. Elastic webbing--woven elastic covered with fabric such as silk or cotton and used most frequently as a pressure bandage

III. Types of bandages

   A. Roller bandage--a continuous strip of material, usually of gauze, muslin, or stockinette. Roller bandages are wound in a roll (as if on a spool), for convenience of storage and use. These bandages are prepared in various widths for

use on different parts of the body.

B. Triangular bandage--a triangularly shaped bandage, usually of heavy muslin, about 48 inches at the base.

C. Cravat bandage--a triangular bandage, folded. The apex of the triangle is folded over on itself until the desired width is achieved. Fig. 1

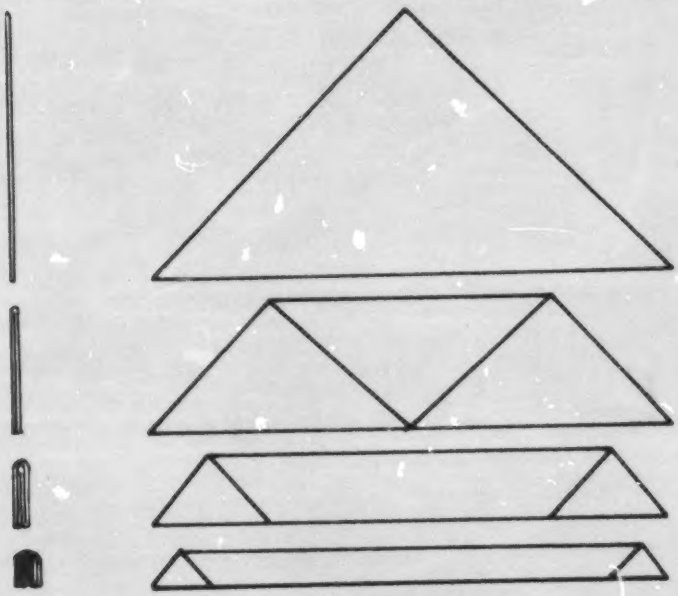


Fig. 1

D. Tubular bandage--bandaging woven in a tube shape, usually made of stockinette. This bandaging is available in many sizes and may be used on body parts as fingers, arms, or legs.

E. In emergencies, bandages may be devised from almost any material available, such as household linen or articles of clothing such as stockings, scarves, or belts. Household linen may be ironed before use. Ironing destroys most disease-producing bacteria.

IV. General rules for applying bandages

A. A bandage should be applied so that it is snug and secure, but not tight enough to constrict.

B. An open wound should be covered with a sterile dressing before a bandage is applied.

C. Check after applying a bandage to make sure that shrinkage of the bandage or swelling of the affected part does not cause discomfort or constriction.

D. Dry bandages may be fastened with adhesive tape. Bandages may be secured without adhesive tape by tying. Slit the free end of the bandage for about six inches down the center. Tie at base of slit. Bring one free end around the bandaged part and tie the two ends in a square knot.

V. Uses of roller and triangular bandages

A. Roller bandages

1. Circular turn bandage--a bandage wrapped around body parts. Each layer is covered by another until the desired thickness is in place. This method can be used on body parts that are essentially the same width, as wrist or head.

2. Spiral bandage--bandage that circles the affected part with spiral turns. Each turn overlaps about one-third of the preceding turn. This method can be used to bandage body parts of uniform size as arms, trunk, or fingers.

3. Figure-of-eight bandage--bandage that is applied alternately above and below a joint to form a figure eight. This type of bandage is usually applied to joints such as the elbow or knee.

B. Triangular bandage--used to bandage or support large areas such as the chest, hip, shoulder, or head. A triangular bandage may be used as a sling to support an arm. (Fig. 2)

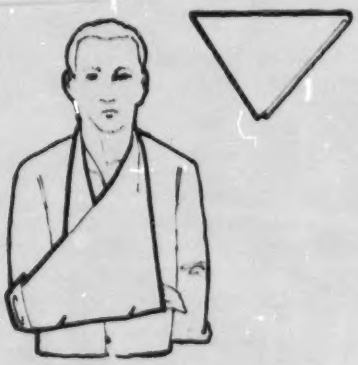


Fig. 2

APPLY BANDAGES

ASSIGNMENT SHEET #1--COMPLETION STATEMENTS

Objective: After completing this assignment, you will be able to recall the functions of bandages.

Directions: Using the information sheet, complete the following statements by writing the answer at the right in the blanks.

1. The functions of bandages are:

   a. To cover, protect, and prevent ___ of wounds. _____a.

   b. To relieve _____b.

   c. To apply ___ for the control of bleeding. _____c.

   d. To prevent or reduce _____d.

   e. To hold ___ or splints firmly in place. _____e.

   f. To partially immobilize and ___ an injured part. _____f.

APPLY BANDAGES

ASSIGNMENT SHEET #2--SCRAMBLED WORDS

Objective: After completing this assignment, you will be familiar with words pertinent to bandaging.

Directions: Unscramble the following letters to form words. Some words are the names of materials used for bandaging, some are types of bandages. Place your answer in the blank space at the right.

a. U L I S M N _____ a.

b. R E R L O L _____ b.

c. B R I T A N G U A R _____ c.

d. V R A C T A _____ d.

e. Z G E A U _____ e.

f. C K I N T E T E S O T _____ f.

g. R U T B U A L _____ g.

h. S L A T C I E _____ h.

APPLY BANDAGES

JOB SHEET #1--ANCHOR A ROLLER BANDAGE ON A LOWER LEG

Objective: After completing this activity, you will be able to anchor a roller bandage.

I. Tools and equipment:

A. Two-inch roller bandage

B. Patient (manikin or student)

II. Procedure

A. Place end of bandage at an angle from the starting point. (Fig. 3)

B. Wrap bandage around the leg leaving the angled corner exposed. (Fig. 4)

C. Turn down the angled corner (Fig. 5), and encircle the leg with the bandage, securing the corner. (Fig. 6)

Fig. 3

Fig. 4

Fig. 5

Fig. 6

APPLY BANDAGES

JOB SHEET #2--APPLY A CIRCULAR TURN ROLLER BANDAGE TO AN WRIST

Objective: After completing this assignment, you will be able to apply a circular turn roller bandage.

I. Tools and equipment:

A. Two-inch roller bandage

B. Patient (manikin or student)

II. Procedure:

A. Anchor roller bandage

B. Wrap roller bandage around the wrist covering the first layer with the second until the needed thickness of bandage is in place. (Fig. 7)

C. Split the free end of the bandage for about ten inches down the center. Tie at the base of the slit. (Fig. 8)

D. Bring one free end of the bandage around the wrist, and tie the two ends in a square knot. (Fig. 9)

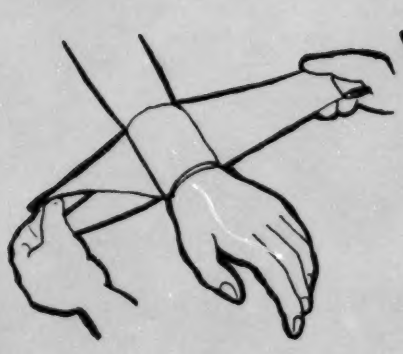


Fig. 7

Fig. 8

Fig. 9

APPLY BANDAGES

JOB SHEET #3--APPLY A SPIRAL ROLLER BANDAGE TO A FOREARM

Objective: After completing this activity, you will be able to apply a spiral roller bandage.

I. Tools and equipment:

A. Two-inch roller bandage

B. Patient (manikin or student)

II. Procedure:

A. Anchor roller bandage at wrist.

B. Circle the forearm with spiral turns. Each turn overlaps about one-third of the preceding turn. (Fig. 10)

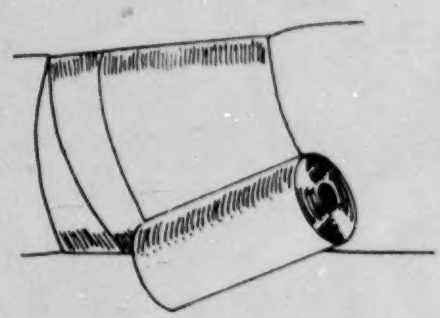


Fig. 10

C. Continue wrapping until forearm is covered.

D. Split free end of bandage and tie.

APPLY BANDAGES

JOB SHEET #4--APPLY A FIGURE-OF-EIGHT ROLLER BANDAGE TO AN ELBOW

Objective: After completing this activity, you will be able to apply a figure-of-eight bandage.

I. Tools and equipment:

A. Two-inch roller bandage

B. Patient (manikin or student)

II. Procedure:

A. Anchor roller bandage 3-4 inches below elbow.

B. Extend bandage 3-4 inches above elbow, around upper arm, then below elbow to inside of forearm. (Fig. 11) Turns of the bandage will cross each other.

C. Continue bandaging until elbow is securely covered.

D. Complete bandage by simple circular turn, split free end of bandage, and tie. (Adhesive tape may be used to fasten bandage.) (Fig. 12)

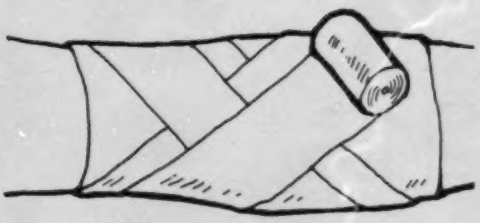


Fig. 11

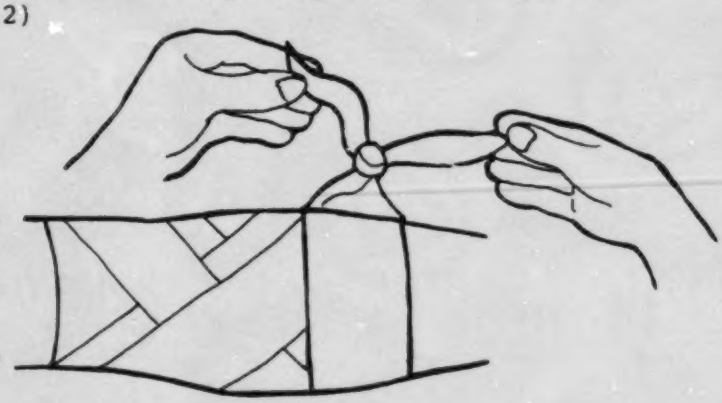


Fig. 12

APPLY BANDAGES

JOB SHEET #5--BANDAGE A JAW,USING A ROLLER BANDAGE

Objective: After completing this activity, you will be able to bandage a jaw using a roller bandage.

I. Tools and equipment:

A. Two-inch roller bandage

B. Manikin or student

II. Procedure:

A. Anchor the bandaging around head about one-half inch above eyebrows. Use three turns of bandage.

B. When bandage reaches a point behind the ear on the third layer, turn the bandage and pass it over the head in front of the opposite ear and beneath the lower jaw. The bandage should be in front of the angle of the jaw. (Fig. 13)

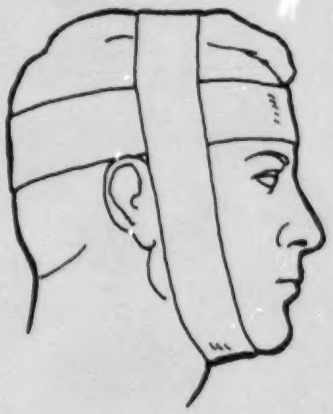


Fig. 13

C. Continue to bandage up over the head until there are enough thicknesses to support the jaw. (Fig. 14)

D. Secure bandage by tying knot or with adhesive tape.

Fig. 14

APPLY BANDAGES

JOB SHEET #6--BANDAGE HEAD, USING A TRIANGULAR BANDAGE

Objective: After completing this activity, you will be able to bandage a head using a triangular bandage.

I. Tools and equipment:

A. Triangular bandage (54-inch)

B. Patient (manikin or student)

II. Procedure:

A. Fold two-inch hem along base of triangle (Fig. 15)

B. Place bandage just above eyebrows, hem to the outside, and center bandage on forehead. (Fig. 16)

C. Cross the ends of the triangle at the base of the skull. (Fig. 17)

Fig. 15

Fig. 16

Fig. 17

D. Bring ends to front of head and tie. (Fig. 18)

F. The third end of the triangle will be at the back of the head. Pull on the tip of the triangle until the head is covered evenly.

F. Tuck the tip of the triangle in at the point where the bandage is crossed at base of skull. (Fig. 19)

Fig. 18

Fig. 19

APPLY BANDAGES

JOB SHEET #7--APPLY TRIANGULAR BANDAGE TO CHEST

Objective: After completing this activity, you will be able to apply a triangular bandage to the chest.

I. Tools and equipment:

A. Triangular bandage (54-inch)

B. Patient (manikin or student)

II. Procedure:

A. Place the bandage on the chest with the tip of the triangle extending over the shoulder nearest the affected area. (Fig. 20)

Fig. 20

B. Grasp the remaining ends of the bandage, and bring around the chest to the back. Tie the ends below the shoulder with a square knot. (Fig. 21)

C. Bring one end of the bandage from the knot to the tip of the bandage from over the shoulder and tie. (Fig. 22)

Fig. 21

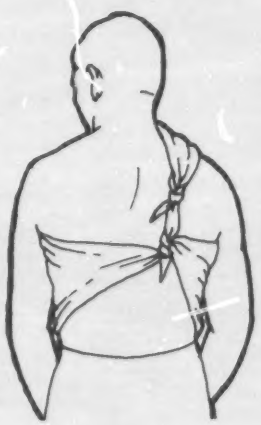


Fig. 22

APPLY SPLINTS

INFORMATION SHEET

A splint is a device used to protect a body part and keep it stationary. Splints may be rigid or soft. A wide variety of splints are available commercially. In emergency, splints may be devised from materials at hand, such as wood slats, cardboard, or pillows.

I. General principles of splinting

A. All open wounds should be covered with a sterile dressing prior to splinting.

B. Clothing should be cut away from the injured area before splinting.

C. If possible, splinting of suspected fractures and dislocations should be done before moving a patient.

D. Splints should be padded to avoid excessive pressure and for the patient's comfort.

E. The injured part should be monitored for damage to nerve and blood supply before, during, and after splinting.

II. Types of splints

A. Rigid splint--support made of firm material such as aluminum, wood or cardboard. Rigid splints may be completely unbending or slightly flexible.

B. Soft splint--inflatable plastic or pillows. Inflatable plastic splints provide compression and may be inflated to the desired rigidity.

C. Traction (Thomas) splint--special splint devised to immobilized a fracture or dislocation.

III. Safety practices for splinting

A. Do not allow the victim of an accident to move the head if there is a possibility of head or neck injury.

B. Do not "test" for bone fracture by permitting victim to use the injured part.

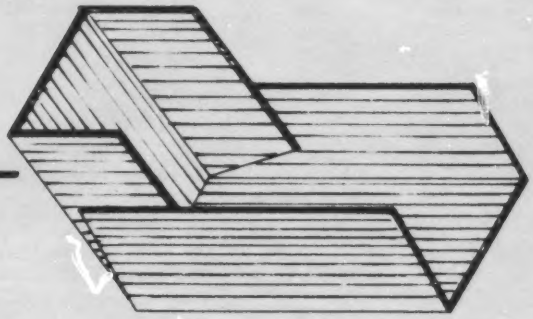
C. Do not attempt to move an accident victim until bone injuries have been immobilized.

D. Do not attempt to place an accident victim in the back seat of a car. Wait for an ambulance!

E. In splinting, the attendant will work under the direct supervision of licensed personnel at all times.

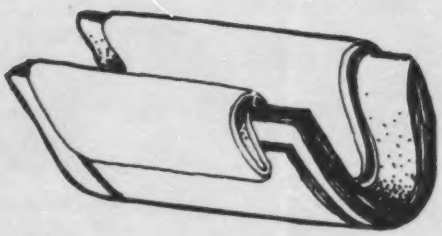
APPLY SPLINTS

A. CARDBOARD SPLINT



B. LONG BACKBOARD SPLINT

C. SHORT BACKBOARD SPLINT

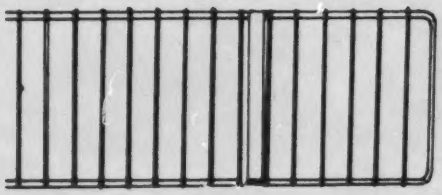


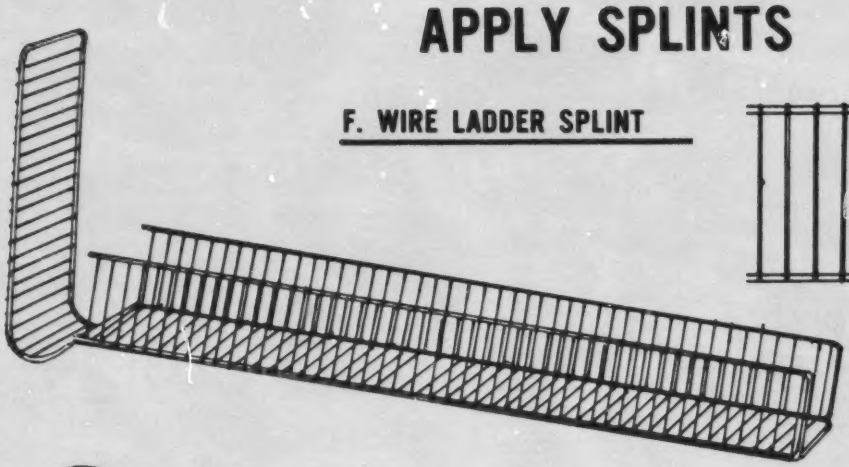
D. MAGAZINE SPLINT

E. PILLOW SPLINT

APPLY SPLINTS

F. WIRE LADDER SPLINT



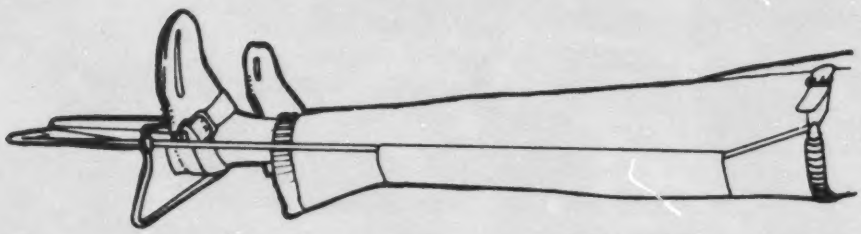


G. WIRE LADDER SPLINT

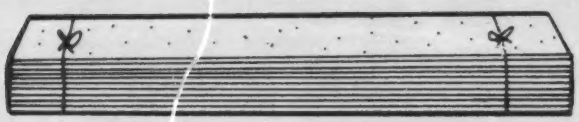
H. POSTERIOR KNEE SPLINT

I. PNEUMATIC BALLOON SPLINTS

J. LEG SPLINT ASSEMBLY



K. BASSWOOD SPLINTS



APPLY SPLINTS

ASSIGNMENT SHEET #1--QUESTIONS TO ANSWER

Objective: After completing this activity, you should be able to answer questions about splinting.

Directions: Write the answers to the following questions.

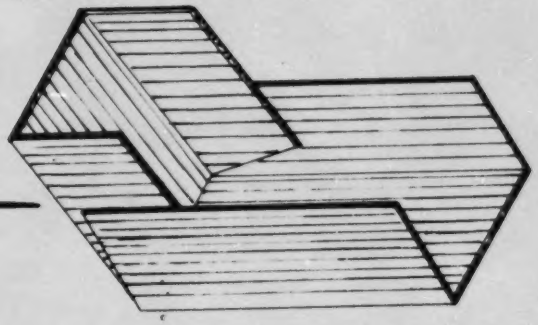
1. What is a splint used for?
2. How should open wounds be treated prior to splinting?
3. What should the attendant do if clothing covers an injury that must be splinted?
4. When, in reference to splinting, should the injured part be checked for damage to nerves or blood supply?
5. List three general types of splints.
6. List the five safety practices for splinting.

APPLY SPLINTS

ASSIGNMENT SHEET #2--IDENTIFICATION OF TYPES OF SPLINTS

Objective: The student will be able to identify types of splints in the diagrams.

Directions: Place the name of the splint in the blank space beneath each diagram.



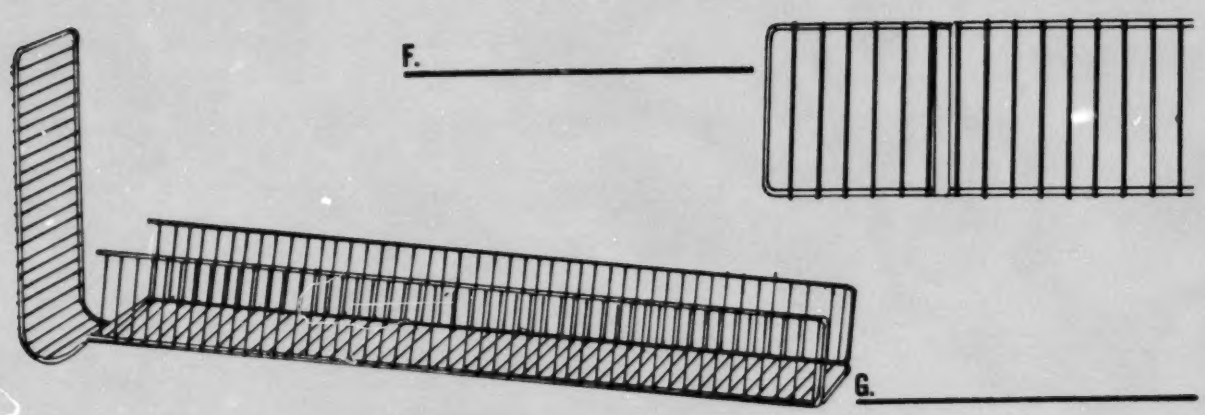
A. _____

B. _____

C. _____

D. _____

E. _____

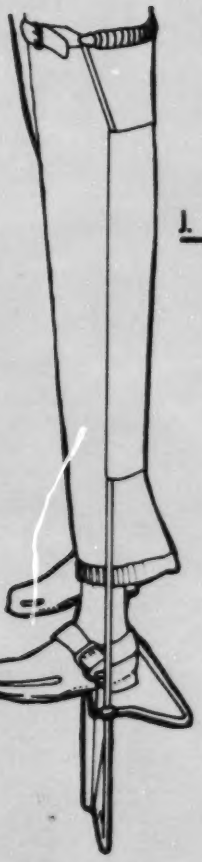


F. _____

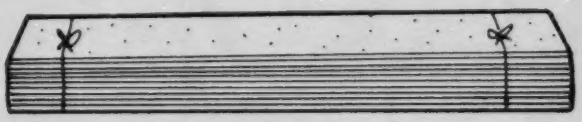
G. _____

H. _____

I. _____



J. _____



K. _____

APPLY SPLINTS

JOB SHEET #1--SPLINT A LOWER ARM

Objective: After completing this activity, you will be able to splint a lower arm.

I. Tools and equipment:

A. Padded splints

B. Bandaging (2-inch roller bandage)

C. Triangular bandage

D. Manikin (student)

II. Procedure:

A. Assemble equipment.

B. Apply splints to each side of forearm, thus immobilizing arm. (Fig. 1)

C. Fasten splints with bandages. (Fig. 2)

D. Bend elbow and apply sling devised from triangular bandage. Arm should be slightly elevated; the thumb should point upward. (Fig. 3)

E. Make patient as comfortable as possible.

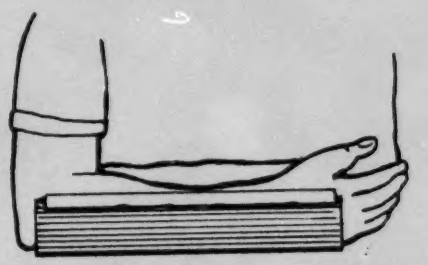


Fig. 1

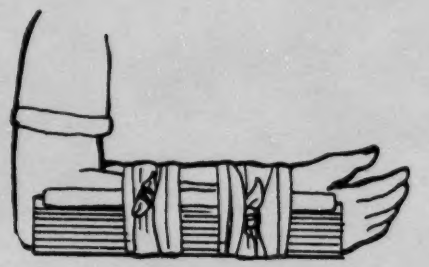


Fig. 2

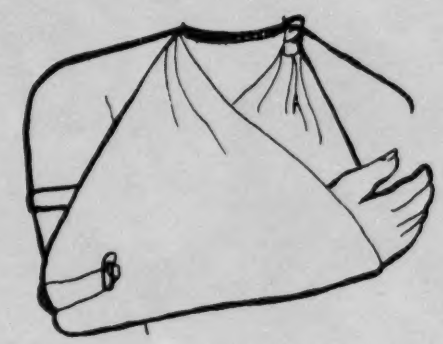


Fig. 3

ADMINISTER OXYGEN

INFORMATION SHEET

Oxygen is administered to patients when ordered by a doctor. It is used when a patient shows signs of dyspnea or hypoxia. Students do not ordinarily administer oxygen, but they may be asked to assist. For this reason, it is important that they know the procedure and equipment used.

The method of administration of oxygen and the amount given is determined by the doctor. The amounts given are measured in liters per minute.

The body requires a constant supply of oxygen. If, through illness or accident, the oxygen supply is decreased the patient will become cyanotic. He/she may also hyperventilate, become disoriented, dizzy, or develop a headache. If the body is deprived of oxygen for more than a few minutes, the patient will lose consciousness, may suffer brain damage, and finally, without oxygen death will occur. It is important that the attendant note the patient's behavior carefully and report any symptoms of hypoxia to the supervisor.

I. Terms and definitions

A. Anoxia--lack of oxygen

B. Cyanotic--condition in which the skin becomes a bluish or gray color due to lack of oxygen

C. Dyspnea--difficult or labored breathing

D. Hyperventilation--effort by patient to breathe more and more air; results in carbon dioxide depletion

E. Hypoxia--lack of oxygen

F. Nasopharynx--part of pharynx behind and above the soft palate, continuous with nasal passages

II. Types of equipment for administration of oxygen

A. Nasal catheter--small tube inserted into nostril to the nasopharynx

B. Nasal cannula--small tube that branches to form two short prongs. The prongs are inserted into the nostrils. The cannula is kept in place with straps or tape

C. Face mask--cuplike cover for the nose and mouth, usually held in place by straps. There are several types of face masks, but all are cushioned for patient comfort and to ensure fit to facial contours. Be sure to turn oxygen on before placing the mask over the patient's face.

D. Oxygen tent--a light, movable, clear plastic tent that fits over the head of the bed, with the patient's head and shoulders inside. The back and sides of the tent are tucked as far under the mattress as possible. The front is folded within a folded drawsheet, and the drawsheet is tucked under the bed on each side.

III. Safety rules for the use of oxygen

Oxygen itself does not burn, but it supports combustion. A glowing cigarette can burst into open flame in an oxygen-rich environment. The following rules will help prevent fires.

A. Post a NO SMOKING sign on the patient's door.

B. Post a NO SMOKING sign on the oxygen cylinder or the oxygen piping system outlet.

C. Do not use any electrically operated equipment (heating pads, call signals, radios) at the bedside when oxygen is in use.

D. Silk, wool, or synthetic fabrics can cause sparks. The attendant and the patient should wear cotton fabric, and cotton bed linens should be used when the patient is receiving oxygen.

E. Flammable materials such as grease and oils must not come in contact with the equipment used in administering oxygen (valves, hoses, cylinders). The attendant must wash hands to rid them of grease and oil.

F. Oil, alcohol, or lotion must not be used when giving back rubs to patients.

G. Do not permit the lighting of ritual candles at the bedside when oxygen is in use.

TYPES OF EQUIPMENT USED TO ADMINISTER OXYGEN

OXYGEN TENT

NASAL CANNULA

NASAL CATHETER

OXYGEN MASK

ADMINISTER OXYGEN

ASSIGNMENT SHEET #1--WORD FIND PUZZLE

Objective: You will become familiar with common terms used in the administration of oxygen by means of the puzzle.

Directions: The words listed below all pertain to oxygen administration. They are all to be found in the word find puzzle. They may be vertical, horizontal or diagonal. Circle each word as you find it.

anoxia
cannula
catheter
cyanosis
disoriented
dizzy
dyspnea
face mask
headache
flammable
hyperventilate
hypoxia
liter
nasopharynx
oxygen
oxygen tent
patient
safety

H N A S O P H A R Y N X A F

E Y B H Y P O X I A C E F A

A D P G H L M N E N I K J C

D O D E T N E I R O S I D E

A P S O R G S T W X U A I M

C Y I B Y V Z C O I L E Z A

H A S X L O E Q C A R B Z S

E S O X Y G E N T E N T Y K

A E N P S Y D T T V W O R R

C S A F E T Y D L I T E R A

E F Y F L A M M A B L E L P

M O C A N N U L A P R A B S

N O A S T Y P A T I E N T T

P R I C E R E T E H T A C E

ADMINISTER OXYGEN

ASSIGNMENT SHEET #2--COMPLETION STATEMENTS

Objective: After completing this activity, you will be able to recall information about the administration of oxygen.

Directions: Place the word which best completes the meaning in the blank spaces of the following statements.

1. The only person who can order oxygen for patients is the _____.
2. Students do not ordinarily administer oxygen, but they may be asked to _____ ___.
3. Amounts of oxygen given are measured in _____ per minute.
4. Hyperventilation, cyanosis, headache, or dizziness, are all symptoms or anoxia or _____.
5. What must the attendant do if he/she observes symptoms of anoxia in a patient?

ADMINISTER OXYGEN

ASSIGNMENT SHEET #3--LISTING EQUIPMENT

Objective: After completing this activity, you will be able to list and describe types of equipment used to administer oxygen.

Directions: List and describe four types of equipment used to administer oxygen.

1.

2.

3.

4.

ADMINISTER OXYGEN

ASSIGNMENT SHEET #4--LIST OF SAFETY PRECAUTIONS IN THE ADMINISTRATION OF OXYGEN

Objective: After completing this activity, you will be aware of the need for safety precautions in the administration of oxygen.

Directions: At work, go to the places where oxygen is used and interview the personnel there. Ask them to tell you every safety precaution they follow in the administration of oxygen.

If you do not work, visit an institution where oxygen is used and list the safety precautions in administration of oxygen that you find there.

AMBULANCE ATTENDANT

D.O.T. NO. 355.374-010

PROGRESS CHART

ANSWERS TO ASSIGNMENT SHEETS

TESTS

ANSWERS TO TESTS

T-1

Progress Chart
for
AMBULANCE ATTENDANT

D.O.T. #355.374-010

1=Introduced to task and has begun training

2=Completed training and can perform task

General Responsibilities	1	2
Assist in lifting patient onto stretcher		
Apply bandages		
Apply splints		
Administer oxygen		

This student has accomplished the indicated training under my supervision.

Student _____ Instructor _____

ADDITIONAL RELATED COMPETENCIES

General Responsibilities	1	2

T-2

ADDITIONAL RELATED COMPETENCIES

General Responsibilities	1	2

This student has accomplished the indicated training under my supervision.

Student

Instructor

ANSWERS TO ASSIGNMENT SHEETS

Assist in Lifting Patient Onto Stretcher

#1--Completion Statements

1. Litter
2. Body mechanics
3. Needs
4. Close
5. Leg

#2--Safety in Lifting

1. Always lock stretcher wheels when not in motion
2. Never leave patient's arms "out". Always fold them on the patient's chest or place them alongside the body
3. Take care to keep cover sheet or blanket from dragging, or from entangling in stretcher wheels
4. Never strap a female patient across the breasts, rather place the strap below the breasts
5. The attendant should be at the patient's head when wheeling a stretcher
6. The attendant goes first when pulling a stretcher through a doorway
7. Always carry the patient's chart, do not give it to the patient, nor put it on the stretcher
8. To park the stretcher, place it with the length against the wall, turn the wheels in, and lock
9. Never leave a patient unattended on a stretcher

Apply Bandages

#1--Completion Statements

a. Contamination
b. Pain
c. Pressure
d. Swelling
e. Dressings
f. Support

T-4

#2--Scrambled Words

a. Muslin
b. Roller
c. Triangular
d. Cravat
e. Gauze
f. Stockinette
g. Tubular
h. Elastic

Apply Splints

#1--Questions to Answer

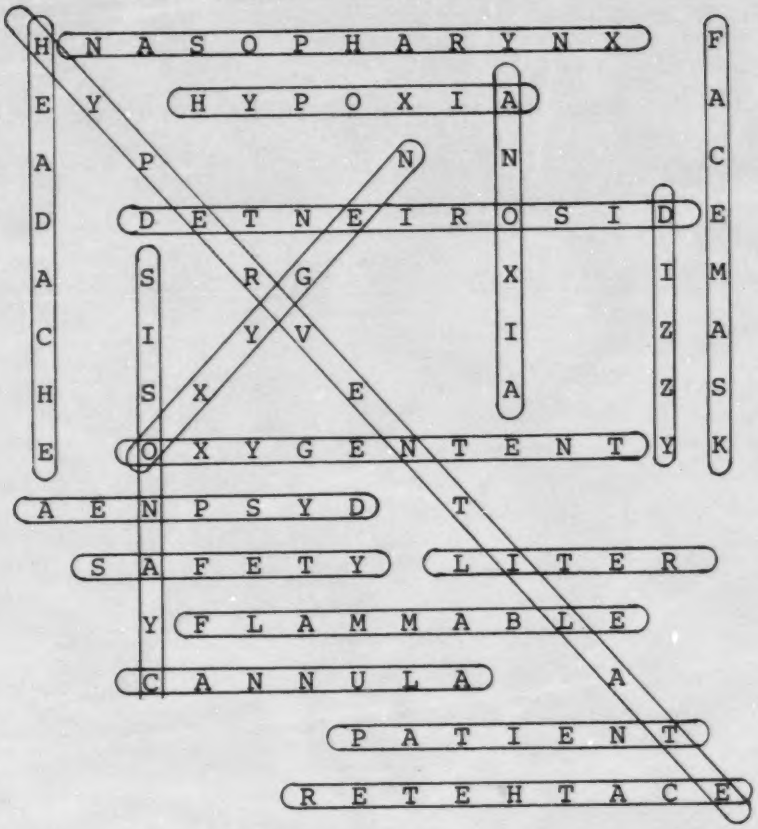
1. To protect a body part and keep it stationary
2. Cover with a sterile dressing
3. Cut clothing away
4. Before, during, and after splinting
5. Rigid, soft, and traction
6. a. Do not allow the victim of an accident to move the head if there is a possibility of head or neck injury
   b. Do not "test" for bone fracture by permitting victim to use the injured part
   c. Do not attempt to move an accident victim until bone injuries have been immobilized
   d. Do not attempt to place an accident victim in the back seat of a car. Wait for an ambulance
   e. In splinting, the attendant will work under the direct supervision of licensed personnel at all times

#2--Identification of Types of Splints

a. Cardboard splint
b. Long backboard
c. Short backboard
d. Magazine used as splint
e. Pillow splint
f. Wire ladder splint
g. Wire ladder splint
h. Posterior knee splint
i. Pneumatic balloon splint
j. Leg splint assembly
k. Basswood splints

Administer Oxygen

#1--Word Find Puzzle



#2--Completion Statements

1. Doctor
2. Assist
3. Liters
4. Hypoxia
5. Report to supervisor

#3--Listing Equipment

1. Nasal catheter--small tube inserted into nostril to the nasopharynx
2. Nasal cannula--small tube that branches to form two short prongs. The prongs are inserted into the nostrils. The cannula is kept in place with straps or tape

T-6

3. Face mask--cuplike cover for the nose and mouth, usually held in place by straps

4. Oxygen tent--a light, movable, clear plastic tent that fits over the head of the bed with the patient's head and shoulders inside

#4--List of Safety Precautions in the Administration of Oxygen

Answers will vary

TEST

1. What is a stretcher?

2. List two other names for a stretcher.

   a. b.

3. Give two reasons for using good body mechanics in lifting.

   a.

   b.

4. List three principles of body mechanics to use when lifting a patient.

   a.

   b.

   c.

5. List five safety points to remember when lifting and moving patients on a stretcher.

   a.

   b.

   c.

   d.

   e.

6. What part of the patient's body do each of three lifters support?

TEST

1. List five reasons for applying bandages.

   a.

   b.

   c.

   d.

   e.

2. Complete the following statements by placing the word or words which best complete the meaning in the blank spaces at the right.

   a. The soft, porous, loosely woven cotton material used in bandages is _____ a.

   b. The plain, woven, cotton fabric used when heavy, firm material is needed in bandaging is _____ b.

   c. The woven elastic covered with fabric such as cotton or silk, frequently used as a pressure bandage is _____ c.

   d. The soft, elastic, knitted material, usually cotton, which fits snugly about an affected area is _____ d.

3. Answer the following questions about types of bandages using short answers such as a word or phrase.

   a. What is the name for a bandage that is a continuous strip of material wound in a roll? _____ a.

   b. What type of material is generally used to make a triangular bandage? _____ b.

   c. Which bandage is used to make a cravat bandage? _____ c.

   d. Which bandage is usually woven of stockinette to fit body parts such as fingers, arms, or legs? _____ d.

e. List five articles that could be used for bandaging in an emergency.

_____ 1.

_____ 2.

_____ 3.

_____ 4.

_____ 5.

4. List three general rules for applying bandages.

a. _____

b. _____

c. _____

5. What type of bandages are customarily used to bandage each of the following body parts? (More than one type bandage may be used for some parts)

a. wrist

b. arm

c. trunk

d. finger

e. head

f. elbow

g. shoulder

APPLY SPLINTS

TEST

Directions: Complete the following statements.

1. a. A ___ is a device used to protect a body part and keep it stationary. _____a.

   b. An open wound should be covered with a ___prior to splinting. _____b.

   c. Splinting of suspected fractures should be done ___ moving a patient. (before, during, after) _____c.

   d. Splints should be ___ to avoid excessive pressure and for the patient's comfort. _____d.

   e. The injured part should be monitored for damage to nerve and ___ supply. _____e.

   f. Three general types of splints are traction, rigid, and ___. _____f.

2. Identify types of splints pictured on accompanying page.

   a. f.

   b. g.

   c. h.

   d. i.

   e. j.

3. Answer following statements by writing <u>True</u> or <u>False</u> in the blanks provided.

   a. If there is a possibility that an accident victim has a head or neck injury, the head should not be moved. _____a.

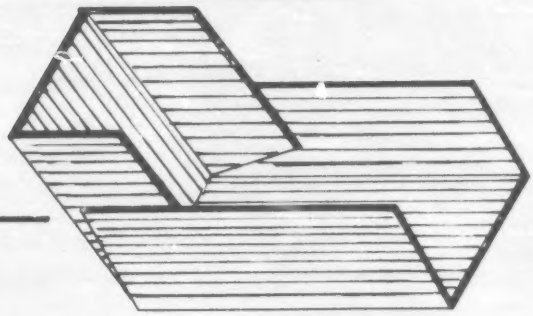
   b. The way to find out if a leg is broken or not is to help the patient walk. _____b.

   c. Accident victims should not be moved until bone injuries have been immobilized. _____c.

   d. Place accident victims in the rear seat of the car and rush them to the hospital if an ambulance is not at the scene of an accident. _____d.

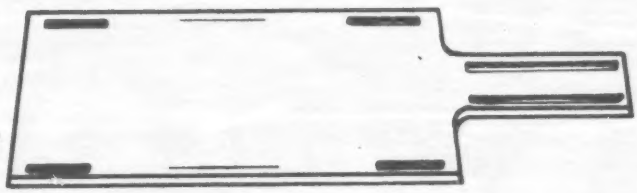
   e. The attendant works under the direct supervision of licensed personnel at all times. _____e.

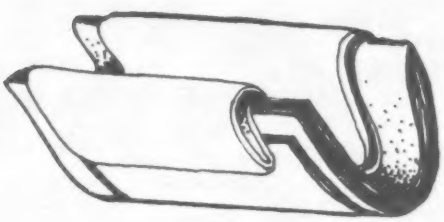
A _____



B _____

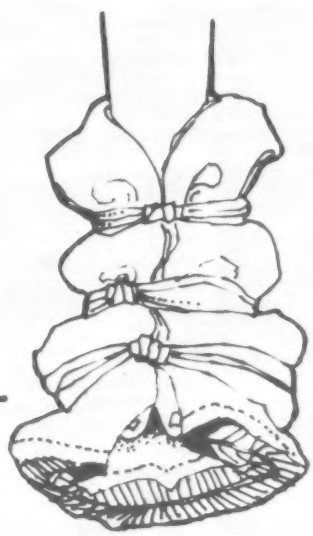
C _____

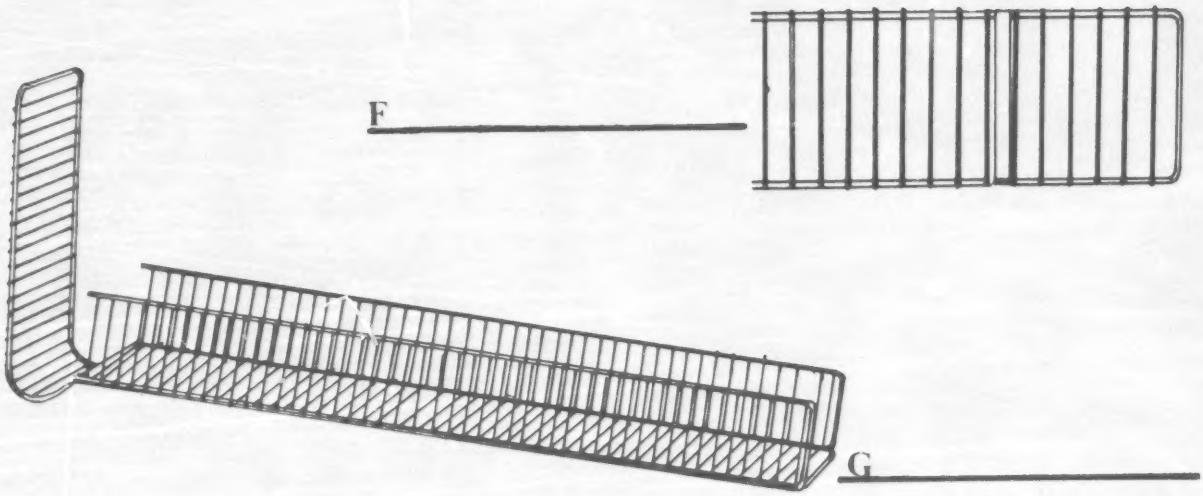




D _____

E _____





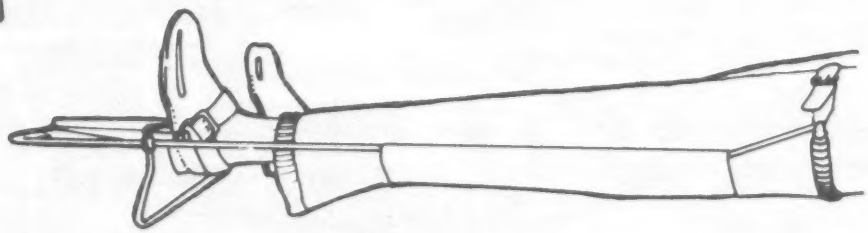
F _____

G _____

H _____

I _____

J _____



ADMINISTER OXYGEN

TEST

1. Match the terms in Column A with the phrases that define them in Column B, using letter answers.

Column A		Column B
a. hypoxia	____1.	small tube inserted into nostril to nasopharynx
b. nasopharynx	____2.	difficult or labored breathing
c. nasal cannula	____3.	condition in which the skin becomes bluish or gray in color due to lack of oxygen
d. hyperventilation	____4.	small tube that branches to form two short prongs; used to administer oxygen
e. nasal catheter	____5.	effort by patient to breathe more and more air--results in carbon dioxide depletion
f. dyspnea	____6.	part of pharynx behind and above the soft palate, continuous with nasal passage
g. cyanotic	____7.	lack of oxygen

2. Answer the following questions.

   a. Since attendants do not ordinarily administer oxygen, why is it so important for them to know the procedure and equipment used?

   _____ a.

   b. Who orders oxygen for patients?

   _____ b.

c. List five indications of a lack of oxygen in patients.

_____c1.

_____c2.

_____c3.

_____c4.

_____c5.

d. List two terms each of which mean lack of oxygen.

_____d1.

_____d2.

e. List four types of equipment used to administer oxygen.

_____e1

_____e2

_____e3

_____e4

3. List seven safety rules to observe while oxygen is in use.

a.

b.

c.

d.

e.

f.

g.

ANSWERS TO TESTS

Assist in Lifting Patient Onto Stretcher

1. A stretcher is a wheeled table used to transport patients
2. a. Litter
   b. Gurney
3. a. Makes task easier
   b. Avoids strain or injury
4. Any three of the following:
   a. Stand as close to the patient as possible
   b. Stand flat, with feet apart
   c. Point toes in the direction of intended movement
   d. Lift with leg muscles rather than back muscles
   e. If lifting a patient from a low position to a higher position, flex hips and knees, keep back straight, and shoulders in a line with hips
5. Any five of the following:
   a. Always lock stretcher wheels when not in motion
   b. Never leave patient's arms "out". Always fold them on the patient's chest or place them alongside the body
   c. Take care to keep cover sheet or blanket from dragging, or entangling in stretcher wheels
   d. Never strap a female patient across the breasts, rather place the strap below the breasts
   e. The attendant should be at the patient's head when wheeling a stretcher
   f. The attendant goes first when pulling a stretcher through a doorway
   g. Always carry the patient's chart, do not give it to the patient, nor put it on the stretcher
   h. To park the stretcher, place it with the length against the wall, turn the wheels in, and lock
   i. Never leave a patient unattended on a stretcher

6. The first lifter supports the patients' head and shoulders. The second lifter supports the buttocks and thighs. The third lifter supports the legs and feet

Apply Bandages

1. Any five of the following six:
   a. To cover, protect, and prevent further contamination of wounds
   b. To relieve pain
   c. To apply pressure for the control of bleeding
   d. To prevent or reduce swelling
   e. To hold dressings or splints firmly in place
   f. To partially immobilize and support an injured part
2. a. Gauze
   b. Muslin
   c. Elastic webbing
   d. Stockinette
3. a. Roller bandage
   b. Muslin
   c. Triangular
   d. Tubular
   e. Any five items that might be used for bandaging
4. Any three of the following:
   a. A bandage should be snug and secure but not tight enough to constrict
   b. An open wound should be covered with a sterile dressing before a bandage is applied
   c. After applying a bandage, make sure that shrinkage of the bandage or swelling of the affected part does not cause discomfort or constriction
   d. Fasten bandage with adhesive tape or by tying ends of bandage

5. a. Wrist--circular turn
   b. Arm--circular turn, spiral
   c. Trunk--spiral
   d. Finger--spiral
   e. Head--circular turn, triangular
   f. Elbow--figure-of-eight
   g. Shoulder--triangular

Apply Splints

1. a. Splint
   b. Sterile dressing
   c. Before
   d. Padded
   e. Blood
   f. Rigid

2. a. Cardboard
   b. Long Backboard
   c. Short Backboard
   d. Magazine
   e. Pillow
   f. Wire Ladder
   g. Wire Ladder
   h. Posterior Knee
   i. Pneumatic balloon
   j. Leg splint assembly

3. a. True
   b. False
   c. True
   d. False
   e. True

Administer Oxygen

1. 1. e
   2. f
   3. g
   4. c
   5. d
   6. b
   7. a

2. a. The attendant may need to assist in the administration of oxygen
   b. The doctor orders oxygen for patients

T-22 c. Any five of the following six:

1. Cyanosis
2. Hyperventilation
3. Dizziness
4. Headache
5. Disorientation
6. Loss of consciousness

d. Anoxia and hypoxia

e. 1. Nasal cannula
2. Nasal catheter
3. Face mask
4. Oxygen tent

3. a. Post a NO SMOKING sign on the patient's door

b. Post a NO SMOKING sign on the oxygen cylinder or the oxygen piping system outlet

c. Do not use any electrically operated equipment (heating pads, call signals, radios) at the bedside when oxygen is in use

d. Silk, wool, or synthetic fabrics can cause sparks, The attendant and the patient should wear cotton fabric, and cotton bed linens should be used when the patient is receiving oxygen

e. Flammable materials such as grease and oils must not come in contact with the equipment used in administering oxygen. (Valves, hoses, cylinders) The attendant must wash hands to rid them of grease and oil

f. Oil, alcohol, or lotion, must not be used when giving back rubs to patients

g. Do not permit the lighting of ritual candles at the bedside when oxygen is in use